

**Educational Technology Leadership Internship Supervisor Evaluation Form**

## Technology Leadership Internship Supervisor Evaluation

### Directions

Thank you for your supervision and mentoring of a Lamar University Educational Technology Leadership Intern. This is a service to the intern, to the profession, and the technology leadership program at Lamar University. We are asking you to complete the following Educational Technology Leadership Internship Supervisor Evaluation (ETLISE).

The ETLISE can be used to structure a final summative conversation and conference with the intern, as the culminating event of the Internship/Practicum Experience. You are free to share the evaluation and your responses with the Interns (at your discretion) or you can just talk about it in general terms. We do need you to return it to Lamar as we will also be using this for purposes of program improvement. It is not entered as a grade for the student. In the event that there were multiple supervisors, just complete the sections applicable to the work done under your supervision.

	<b>Basic Information</b>
<b>Intern Name:</b>	
<b>Supervisor/Mentor:</b>	Mr. Randall Maxwell, Principal, Vincent Middle School Mr. Maxwell signed the last page during our meeting on 8/10/11.
<b>Site Location:</b>	Vincent Middle School, Beaumont ISD, Beaumont, Texas 77707
<b>Date: July 23, 2011</b>	
	<b>Evaluation Definitions</b>
<b>Exemplary</b>	With regard to the Tech Facilitator Standards, the intern was consistently engaged and demonstrated excellence in completing his/her activities and responsibilities.
<b>Proficient</b>	The intern was engaged and successful with his/her activities and responsibilities.
<b>Minimally Proficient</b>	The intern was occasionally successful with his/her activities and responsibilities, but needed to demonstrate greater proficiency and skill in practicing this competency.
<b>Unacceptable</b>	The intern was rarely successful with his/her activities and responsibilities and needed much greater proficiency and skill in practicing this competency.
	<b>Standard I -Technology Operations and Concepts</b>
	The Educational Technology Facilitator demonstrates an in-depth understanding of technology operations and concepts.

Criterion	Performance Rating			
	Exemplary ( <sup>3</sup> )	Proficient (2)	Minimally Proficient (1)	Unacceptable (0)
<b>Technology Facilitation Performance Indicator I.A</b> The Technology Facilitator demonstrates knowledge, skills, and understanding of concepts related to technology (as described in the ISTE NETS-T).	<u>Star Board Training and Technical Support</u> - provide teacher training with on-going support to assist with proper usage and also provide on-going support for the ACE program.			
<b>Technology Facilitation Performance Indicator I.B</b> The Technology Facilitator demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.	<u>Not Complete – To Complete 3/01/12</u> <u>Develop Instructional Packet</u> – provide and include easy user instructions and helpful shortcuts for tasks that teachers do frequently.			
<b>Standard II - Planning and Designing Learning Environments and Experiences</b> Educational Technology facilitators plan, design, and model effective learning environments experiences and multiple supported by technology.				
Criterion	Performance Rating			
	Exemplary ( <sup>3</sup> )	Proficient (2)	Minimally Proficient (1)	Unacceptable (0)

<b>Technology Facilitation Performance Indicator II.A</b> The Technology Facilitator designs developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.	<u>Technology In-service</u> – Develop training module and train staff on Microsoft Word, Microsoft Excel, Outlook. Also review district policies on Re-Teach, Lesson Cycle, and Blooms Taxonomy.			
<b>Technology Facilitation Performance Indicator II.B</b> The Technology Facilitator applies current research on teaching and learning with technology when planning	<u>Assist Teachers With NEO labs</u> – Load software and assist teacher with the set up and utilization of the NEO labs.			
learning environments and experiences.				
<b>Technology Facilitation Performance Indicator II.C</b> The Technology Facilitator identifies and locates technology resources and evaluates them for accuracy and suitability.	<u>Not Complete – To Complete 3/01/12</u> <u>Facilitate an Online Learning Environment</u> - Assist teachers in creating classroom Wiki sites for classroom collaboration, feedback, and help teachers with Web 2.0 technologies.			

<b>Technology Facilitation Performance Indicator II.D</b> The Technology Facilitator plans for the management of technology resources within the context of learning activities.	<u>Computer Lab Maintenance and Software Updates</u> – Routine maintenance so that lab can be utilized by after school tutorials and ACE Program to assure that resources are available for these learning activities.			
<b>Technology Facilitation Performance Indicator II.E</b> The Technology Facilitator plans strategies to manage student learning in a technology-enhanced environment.	<u>Assist Teachers in Updating Websites</u> – Assist teachers in updating their websites. Class information and syllabus can be attached to website.			
<b>Technology Facilitation Performance Indicator II.F</b> The Technology Facilitator identifies and applies instructional design principles associated with the development of technology resources.	<u>Study Island Instruction and Support</u> – Provide training and support for teachers. Provide ongoing support for the development of these online technology resources.			
<b>TFII.B</b>				

<b>TFII.0</b>				
<b>TFII.D</b>				
Educational Technology facilitators and strategies for	<b>Standard III Teaching, Learning, and the Curriculum</b> apply and implement curriculum plans that include methods utilizing technology to maximize student learning.			
<b>Criterion</b>	<b>Performance Rating</b>			
	Exemplary ( <sup>3</sup> )	Proficient (2)	Minimally Proficient (1)	Unacceptable (0)
<b>Technology Facilitation Performance Indicator III.A</b> The Technology Facilitator facilitates technology-enhanced experiences that address content standards and student technology standards.	<u>Integrate Technology, Research, and Problem Solving in Curriculum</u> – Provide and install updates for QuickTime and Streaming video to be utilized with laptops and projectors. Provide assistance with Elmos, clickers, and data projectors.			

<b>Technology Facilitation Performance Indicator III.B</b> The Technology Facilitator uses technology to support learner-centered strategies that address the diverse needs of students.	<u>ACE Program</u> – Assist and support ACE program in strategies for integrating technology resources that support the needs of diverse learning environments. Assist with developing student lists for members of ACE program.			
<b>Technology Facilitation Performance Indicator III.C</b> The Technology Facilitator applies technology to demonstrate students' higherorder skills and creativity.	<u>ACE Program</u> – Assist and support ACE program in strategies for integrating technology resources that support the needs of diverse learning environments. Assist with developing student lists for members of ACE program.			

<b>Technology Facilitation Performance Indicator III.D</b> The Technology Facilitator applies technology to demonstrate students' higher-order skills and creativity.	<u>KuderNavigator</u> <u>Career</u> <u>Assessment</u> <u>Testing For All</u> <u>8<sup>th</sup> Graders and</u> <u>as Necessary for</u> <u>ARDs –</u> Facilitate and test all necessary students and small group testing for ARDs. This assessment will assist in class assignments from skills & interest evaluation & aptitudes.			
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<b>Technology Facilitation Performance Indicator III.E</b> The Technology Facilitator uses current research and district/region/state/national content and technology standards to build lessons and units of instruction.	<u>Upgrade Library &amp; Expansion</u> – Utilize library for research findings and usage of latest technology to support integration throughout the curriculum. This provides students with more computer stations and the transition into addition electronic media.			
	<b>Standard IV — Assessment and Evaluation</b> Educational Technology facilitators apply technology to facilitate a variety of effective and evaluation strategies.			
<b>Criterion</b>	<b>Performance Rating</b>			
	Exemplary (3)	Proficient (2)	Minimally Proficient	Unacceptable (0)

	(3)	(2)	(1)	(0)
<b>Technology Facilitation Performance Indicator IV.A</b> The Technology Facilitator applies technology in assessing student learning of subject matter using a variety of assessment techniques.	<u>Rosetta Stone</u> – Provide ongoing assistance with the Rosetta Stone administration needs and student usage.			
	(3)	(2)	(1)	(0)



<b>Technology Facilitation Performance Indicator IV.A</b> The Technology Facilitator applies technology in assessing student learning of subject matter using a variety of assessment techniques.	<u>Rosetta Stone</u> – Provide ongoing assistance with the Rosetta Stone administration needs and student usage.			
<b>Technology Facilitation Performance Indicator IV.B</b> The Technology Facilitator uses technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.	<u>TELPAS Testing</u> – Assist with test administration. Prepare computers and students for online TELPAS testing and assist in test administration for diverse learners			
	<b>Standard V – Productivity and Professional Practice</b> Educational technology facilitators apply technology to enhance and improve personal and professional practice.			
<b>Criterion</b>	<b>Performance Rating</b>			
	Exemplary ( <sup>3</sup> )	Proficient (2)	Minimally Proficient (1)	Unacceptable (0)

<b>Technology Facilitation Performance Indicator V.A</b> The Technology Facilitator uses technology resources to engage in ongoing professional development and lifelong learning.	<u>INNOVA Support and Training</u> – Provide support and teacher training in use of INNOVA. Provide and install INNOVA on the shared drive for teacher use in analyzing TAKS student test results to create strategies and maximize student learning.			
<b>Technology Facilitation Performance Indicator V.B</b> The Technology Facilitator continually evaluates and reflects on professional practice to make informed decisions regarding the use of technology in support of student learning.	<u>TEAMS Support</u> – Provide and collaborate with teachers in TEAMS grade book processes and procedures. Assist in preparing and printing reports from TEAMS.			
<b>Technology Facilitation Performance Indicator V.C</b> The Technology Facilitator applies technology to increase	<u>District-Wide Technology In-service</u> – Develop training module and train staff on Microsoft Word, Microsoft Excel, Outlook.			

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productivity.				
<b>Technology Facilitation</b> <b>Performance Indicator V.D</b> The Technology Facilitator uses technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning.	Not Complete – To complete 9/01/11 <u>Create Parent Group Email and</u> <u>Create Departmental Group Email</u> – Create group email to make communication better between parents and staff. Frequent emails can be developed and sent out to specific groups.			
	<b>Comments</b>			
	<b>Standard VI - Ethical, Legal, and Human Issues</b> Educational technology facilitators surrounding the use of technology understand the social, ethical, legal, and human issues in P-12 schools and assist teachers in applying that understanding in their practice.			
<b>Criterion</b>	<b>Performance Rating</b>			
	Exemplary ( <sup>3</sup> )	Proficient (2)	Minimally Proficient (1)	Unacceptable (0)
<b>Technology Facilitation</b> <b>Performance Indicator VI.A</b> The Technology Facilitator models and teaches legal and ethical practice related to technology use.	<u>Maintain Inventory</u> – Maintain inventory of lease computers and printer supplies. Replenish printer supplies as necessary.			

<b>Technology Facilitation</b> <b>Performance Indicator VI.B</b> The Technology Facilitator applies technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.	<b>(CHANGE)</b> Create additional lab for TAKS Science PrepUtiliz portable building i spring for standardized Tes preparation			
<b>Technology Facilitation</b> <b>Performance Indicator VI.C</b> The Technology Facilitator identifies and uses technology resources that affirm diversity.	<u>ID Student Identification</u> – Continue to produce student ID / Photo records with use of emerging technology resources of importing student district files. This procedure enforces and ensures a safe environment. Scanning ID assists with administrative functions such as library and cafeteria.			
<b>Technology Facilitation</b> <b>Performance Indicator VI.D</b> The Technology Facilitator enforces classroom procedures that guide students' safe and healthy use of technology and that comply with legal and professional responsibilities	<b>Not Complete</b> <u>Create Video About CyberBullying, Internet Safety and Netiquette</u> – Design and create a digital video instruction unit for student usage. This unit will teach internet safety.			

<b>Technology Facilitation</b> <b>Performance Indicator VI.E</b> The Technology Facilitator facilitates equitable access to technology resources for all students.	<u>Computer Distribution and Resources Throughout Campus</u> – Technology distribution to ensure equitable access to technology for all students and teachers. Provide training as needed for these resources.			
<b>*See below for my principal's signature on the last page</b>	<b>Comments</b>			



**EDLD 5397 Internship in Supervision**

<b>Technology Facilitation</b> <b>Performance Indicator VI.E</b> The Technology Facilitator facilitates equitable access to technology resources for all students.	<u>Computer</u> <u>Distribution and</u> <u>Resources</u> <u>Throughout</u> <u>Campus</u> – Technology distribution to ensure equitable access to technology for all students and teachers. Provide training as needed for these resources.			
Comments				

*Amurwell*      *8/10/11*

